



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

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| Procedure No.: YCC 10-3 | Subject: POLICY / PROCEDURE MANAGEMENT SYSTEM |
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| Applicable ACA Standards: 2-7009, 2-7011, 2-7012 | Revision Date: 09-15-04, 11-06-06, 11-23-07, 10-10-08, 01-06-09, 08-17-09 |
| Signature: /s/ Karen Duncan | Effective Date: 12-31-02 |
| Signature: /s/ Steve Gibson | |

I. BUREAU DIRECTIVE:

The Youth Community Corrections (YCC) Bureau shall provide Bureau staff with guidance through access to a comprehensive policy / procedure system. Bureau policies / procedures may be made available for public review. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

Management - Youth Services Division employees with management or supervisory responsibilities and duties including, but not limited to, the Youth Services Division Administrator, Youth Community Corrections Bureau Chief, Financial and Program Services Supervisor, and Juvenile Parole Officer IIs.

Policy - a Department of Corrections, Montana Operations Manual, Youth Community Corrections Bureau or other state agency policy.

Policy / Procedure System - an electronic system containing directives, policies, or procedures that direct the operations of the Youth Community Corrections Bureau.

Procedure - Bureau Standard Operating Procedures that are written in compliance with Department of Corrections policies, Youth Community Corrections Bureau policies, statutes, Administrative Rules of Montana, standards, court rulings, or other governing entities.

Youth Community Corrections Bureau - Juvenile Parole, Fiscal/Regional Administrative Officers, Policy, Quality Assurance, Youth Placement, Great Falls Youth Transition Centers, Transportation, and Detention Licensing.

Youth Community Corrections Policy Procedure Committee – reviews additions, changes, or deletions to Youth Community Corrections policies and procedures. Members will include: YCC Bureau Chief; YCC Policy Procedure Specialist; YSD Training Coordinator; one representative each from Interstate Compact, Aftercare Coordinators, Transition Centers, Detention Licensing, Financial & Program Services; Juvenile Parole Officer IIs, and Juvenile Parole Officers.

III. PROCEDURES:

A. YCC Policy / Procedure System

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1. The YCC Bureau Chief will maintain and make available to Bureau employees a policy / procedure system for the general operation of the Bureau. The system will specify how policies and procedures are to be implemented in the YCC Bureau and will be reviewed and updated annually by the YCC Policy Procedure Committee and the YCC Bureau Chief.
2. YCC Policy/Procedure reviews will have a timeline to be reviewed within 90 days. The YCC Bureau Chief or designee will maintain a schedule of reviews, and if reviews are not completed within 60 days, the YCC Bureau Chief or designee will send reminders with copies to supervisors.
3. The YCC Bureau policy / procedure system will contain standard operating policies or procedures that specifically address all operational aspects of the Bureau. All current Bureau policies and procedures are available electronically through the Department of Corrections intranet web site at http://mycor.cor.mt.gov/Youth/YSDPolicies_Procedures/YCCPolicies.asp. Offices may provide the public access to the printed Index of the system and allow members of the public to review policies or procedures they request to review.
4. If a section of any policy or procedure within the system is found to be in conflict with the Department of Corrections policies, state statutes, Administrative Rules or union contract, that portion of the policy or procedure shall be considered null and void. The remainder of the affected policy or procedure shall be considered valid.

B. Annual Policy / Procedure Review

1. Bureau policies / procedures shall be reviewed annually or as needed by the YCC Bureau Chief and other staff at the direction of the YCC Bureau Chief or Youth Services Division (YSD) Administrator. A representative from the Executive Council of the Federation shall have the opportunity to receive and review new or revised policies / procedures. The YCC Bureau Chief or designee shall be responsible for ensuring annual reviews are completed in compliance with DOC policy.
2. The YCC Bureau Chief or designee is responsible for ensuring all new, existing or revised Bureau policies / procedures are distributed to Bureau employees and other manual holders.

C. Organization

The YCC Bureau policy / procedure system will be divided into chapters by topic. The Department of Corrections, state or bureau policy, state statute or other authority for the policy or procedure will be listed in the policy or procedure.

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D. Policy / Procedure Comment

All Bureau employees will be provided access to a Bureau Policy / Procedure Comment form specifically designed and used for annual and/or periodic policy / procedure reviews. (Refer to [YCC 10-3 \(B\) Policy/Procedure/Form Comment](#)) This form permits employees a means to submit written comments or questions whenever the applicability or utility of a policy or procedure is in question. This form is submitted to the employee's immediate supervisor and subsequently reviewed by the YCC Bureau Chief or designee as needed.

E. Policy / Procedure Implementation

The effective date of new policies or procedures will be established in a manner that permits adequate time for review by employees.

F. Policy / Procedure or Form Rescission and Revision

No Bureau policies, procedures, or forms will be issued by directive or memorandum. Revisions will be issued in the Bureau policy / procedure format to maintain consistency and uniformity. The YCC Bureau Administrative Support shall maintain copies (manual or electronic) of all rescinded or revised policies, procedures, or forms, comments from Bureau employees and any other paperwork associated with policy, procedure, or form development.

1. **Rescission** of any Bureau policy, procedure, or form shall only be accomplished by use of [YCC 10-3 \(C\) Notice of Rescission](#).
2. **Revision** of a policy or procedure shall result in the entire policy or procedure being reissued and shall not be valid until such time that the YCC Bureau Chief has affixed the revision date and signature. Revision or rescission of a form associated with a policy or procedure will not necessitate reissuing the policy or procedure.
3. Whenever a new or revised policy, procedure, or form is issued, any preceding policy, procedure, or form, related instruction, letter, directive, or memorandum covering the same content is thereby rescinded.
4. Whenever a form is revised, it will contain the policy or procedure reference number and revision date at the bottom.

G. Temporary Policy or Procedure

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In the event there is an **emergent** need to make revisions to a Bureau policy or procedure, the YCC Bureau Chief or YSD Administrator has the authority to establish a temporary policy or procedure.

1. Temporary policies or procedures will remain in effect up to 90 days, pending review by the YCC Bureau Chief.
2. As needed, the Department Policy Specialist and Legal will be contacted to determine if there is a need for Department or legal review of a temporary policy or procedure before it is issued.
3. Temporary policies or procedures will follow the standard format for permanent policies or procedures and will contain a statement that the policy or procedure is a temporary policy or procedure.

H. Restricted Policies or Procedures

1. To ensure the safety and security of the YCC Bureau, designated policies or procedures may be restricted from general policy / procedure distribution. At no time may youth or the general public be given access to restricted policies or procedures. Such policies or procedures shall not be made available through normal distribution and will be printed and retained in a secure location.
2. Restricted distribution policies or procedures must include the letters "RD" in red print immediately following the policy / procedure number on the document and indicate "Restricted Distribution" clearly on each page.
3. The Bureau shall establish a list for the distribution of restricted policies / procedures. Further dissemination shall be on a need-to-know basis. Copies of all restricted distribution lists and policies or procedures for the Bureau will be provided to the Department Policy Coordinator and copies will be maintained in the Helena YCC Bureau office.

I. New Employee Orientation

1. New employees will either review or be provided training on Bureau policies, procedures, and forms appropriate for their duties within 30 calendar days of employment. Orientation will include familiarizing new employees with the location of, and methods of access to, Department and Montana Operations Manual policies and Bureau Standard Operating Policies and Procedures. New and existing employees will review applicable Department and Montana Operations Manual policies and Bureau Standard Operating Policies and Procedures as determined by Management. Review forms will be forwarded to the

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YCC Bureau Chief, for forwarding to the Youth Services Training Specialist, for entry into employee's training record.

2. The Department or YSD Management will determine which policies, procedures, and forms employees will be required to review. Management will provide or arrange policy, procedure or form training based on the employee's position, duties and responsibilities. The Department or Management will determine time periods for these reviews. The incumbent will be required to review [DOC 1.1.2, Management System](#).

J. Progression of New / Revised Policies / Procedures:

The following progression will be followed:

1. YCC staff members submit policy and procedure proposals to the YCC Bureau Chief or designee using the bureau format.
2. YCC Policy Procedure Committee will review proposals.
3. YSD Administrator will review proposals not previously approved and approve as presented or will recommend changes to the committee.
4. Once approved by the YSD Administrator and YCC Policy Procedure Committee; the YCC staff, Union President, Union Field Representative, legal staff, and subject matter experts within the Department will review proposals electronically or by hard copy. YCC administrative support will send out an email and calendar reminder to all reviewers. These persons have ten working days to review the proposed changes and comment, unless an extension has been requested and granted by the Bureau Chief. An extension of up to 30 calendar days may be granted. For revised or new policies, the Bureau Chief and Union President may mutually decide if a committee needs to be formed to finalize the policy or procedure.
5. Review comments and suggestions should be submitted to the YCC Bureau Chief or designee using [YCC 10-3 \(B\) Policy/Procedure/Form Comment](#).
6. When the review and editing process is completed, the final policy / procedure is reviewed and signed by the YCC Bureau Chief and YSD Administrator. The signed policy / procedure is distributed by the YCC Bureau Chief or designee electronically via the intranet.
7. Once the revised policies / procedures have been published via the intranet, a memorandum listing the changes will be sent electronically by email to all YCC staff. Employees will complete a [Policy/Procedure Memorandum Review \[YCC](#)

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[10-3 \(D\)](#) and submit to their supervisor for approval. Once approved, the supervisor will submit to the YCC Bureau Chief. The YCC Bureau Chief will submit to the YSD Training Specialist for entry into the employees training record.

8. Central Office replaced or rescinded policies or procedures will either be kept in a binder or electronically.
9. After Bureau employees review a policy, procedure, or form, they will complete [YCC 10-3 \(A\) Policy/Procedure/Form Review](#) and submit the form to their immediate supervisor for forwarding to the YCC Bureau Chief, for forwarding to the Youth Services Training Specialist, for entry into employee's training record. Reviews of new or revised policies / procedures should be completed within 90 days of issuance.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the YCC Bureau Chief.

V. REFERENCES:

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| 53-1-203, MCA | Powers and Duties of Department of Corrections |
| DOC 1.1.2 | Policy Management System |
| DOC 1.1.3 | Organization and Responsibility |
| YCC 1.1.3 | Organization and Responsibility |

VI. ATTACHMENTS:

[YCC 10-3\(A\) Policy/Procedure/Form Review](#)
[YCC 10-3\(B\) Policy/Procedure/Form Comment](#)
[YCC 10-3\(C\) Notice of Rescission](#)
[YCC 10-3 \(D\) Policy/Procedure Memorandum Review](#)